

“Use unit letterhead”

**Example Memorandum of
Appointment for Unit Family Readiness Representative**

XXX-XXXX

(DATE)

MEMORANDUM FOR Enter Unit Designation Family Readiness Group

SUBJECT: Appointment of Unit Family Readiness Representative

1. This is to appoint (Enter Service Member's Name), who will serve as my Unit Family Readiness Representative to provide assistance to the (Enter Unit Designation) Family Readiness Group.
2. Enter Service Member's Name will serve as my liaison and act on my behalf in accordance with my guidance to provide assistance and support to the (Enter Unit Designation) Lead Volunteer and Family Readiness Group.

UNIT COMMANDER
Signature Block

DISTRIBUTION:

Unit Family Readiness Program File (Unit Commander's Purple Binder)
State/MACOM Family Readiness Support Assistant
Unit Family Readiness Representative
Unit's Family Readiness Group Lead Volunteer